

SOUTH  FRASER  
UNITARIANS

# Policies & Procedures

version 01/2023

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# Contents

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- SECTION A ORGANIZATION.....1**
  - Organizational Background ..... 1
  - A.1 History..... 1
  - A.2 General..... 1
    - A.2.1 Philosophy..... 2
    - A.2.2 Strategic planning..... 3
    - A.2.3 Mission statement..... 3
    - A.2.4 Policy making ..... 3
    - A.2.5 Policy on document retention and accessibility ..... 4
- SECTION B BOARD AND BOARD COMMITTEES .....4**
  - B.1 Organizational chart..... 4
  - B.2 Organization: Nominating Committee ..... 5
  - B.3 Organization: Board of Directors..... 5
    - B.3.1 Orientation..... 6
    - B.3.2 Terms of office ..... 6
    - B.3.3 Board of Directors: Removal ..... 6
    - B.3.4 Vacancies ..... 6
    - B.3.5 Roles / Responsibilities..... 6
  - B.4 Organization: Committees ..... 7
    - B.4.1 Terms of reference ..... 7
    - B.4.2 Social action ..... 7
    - B.4.3 Standing and ad hoc committees ..... 8
    - B.4.4 Committee chairs ..... 8
    - B.4.5 Committee chair terms ..... 8
    - B.4.6 Ex-officio members ..... 8
    - B.4.7 Reporting of committees ..... 8
    - B.4.8 Board calendar ..... 8
- SECTION C MEMBERSHIP.....9**
  - C.1 Eligibility for membership ..... 9
  - C.2 Eligibility for voting ..... 10
  - C.3 Financial responsibilities for members..... 11

C.4	Definition of a member not in good standing .....	11
C.5	Withdrawal of Membership .....	11
C.6	Readmission of a member.....	11
C.7	Termination of members (Bylaws part 2.6 and disruptive behaviour policy).....	12
C.8	Census of congregation .....	12
<b>SECTION D</b>	<b>CONGREGATIONAL RIGHTS AND RESPONSIBILITIES.....</b>	<b>12</b>
D.1	Covenant of Right Relations .....	12
D.2	Privacy Policy.....	13
D.2.1	The accountability of SFUC.....	14
D.2.2	Identifying the purposes of personal information .....	15
D.2.3	Consent from members, friends, donors and employees .....	15
D.2.4	Limits for collecting personal information.....	16
D.2.5	Limits for using, disclosing and keeping personal information.....	16
D.2.6	Accuracy .....	16
D.2.7	Safeguarding personal information .....	17
D.2.8	Availability of policies and procedures .....	17
D.2.9	Providing access to personal information .....	17
D.2.10	Compliance and complaints .....	18
D.3	Safety policy .....	19
D.4	Disruptive behavior policy.....	19
D.4.1	Situations requiring an immediate response.....	19
D.4.2	On-going situations and those not requiring an immediate response.....	20
D.4.3	Investigation guidelines.....	20
D.5	Abuse Prevention Plan and Audit - to be revised - Vulnerable populations including elders to be included .....	21
D.5.1	Statement of abuse policy.....	21
D.5.2	Abuse prevention screening.....	21
D.5.3	Abuse prevention operational procedures.....	22
D.5.4	Responding to allegations or complaints of misconduct.....	23
D.5.5	Definitions.....	24
<b>SECTION E</b>	<b>MEETINGS .....</b>	<b>24</b>
E.1	Annual Budget Meeting.....	24
E.2	Annual General Meeting .....	24
E.3	General Meetings.....	24

E.4	Quorum .....	24
E.5	Voting .....	25
E.6	Meeting notice .....	25
E.7	Meeting procedural method .....	25
E.8	Amendments to by-laws .....	25
<b>SECTION F</b>	<b>WEATHER CANCELLATION .....</b>	<b>25</b>
<b>SECTION G</b>	<b>FISCAL POLICY .....</b>	<b>26</b>
G.1	Fiscal policy: Purpose .....	26
G.2	Fiscal policy: Definition of funds.....	26
G.2.1	Amending the South Fraser Fund.....	26
G.2.2	Endowment Fund .....	26
G.2.3	Building Fund - must be voted on .....	26
G.2.4	Disposition or transfer of Fund.....	27
G.3	Fiscal policy: Control of assets.....	27
G.3.1	Borrowing.....	27
G.3.2	Property .....	27
G.4	Fiscal policy: Fiscal management, accounting, and budgets .....	28
G.5	Fiscal policy: Financial audit .....	28
G.5.1	Auditor or peer reviewer.....	29
G.6	Fiscal policy: Cheque signing authority .....	29
G.7	Fiscal policy: Receipt of donations .....	29
G.8	Fiscal policy: Risk management.....	29
G.9	Fundraising.....	30
G.9.1	Fundraising committee .....	30
G.9.2	Policy on Selling.....	30
G.10	Fiscal: Access to services .....	31
G.10.1	Camp Sasamat .....	31
G.10.2	Financial assistance for representation at events .....	31
<b>SECTION H</b>	<b>HUMAN RESOURCES: ETHICAL STANDARDS FOR STAFF AND VOLUNTEERS .....</b>	<b>31</b>
H.1	Intellectual property .....	31
H.2	Security and information technology .....	31
H.3	Health and safety .....	32
H.4	Air quality.....	32
H.5	Smoke free environment .....	32

H.6	Scents .....	32
H.7	Harassment .....	32
H.8	Workplace violence .....	33
H.9	Dispute resolution .....	33
H.10	Human Resources: complaints – included in Abuse prevention policy B.7.3.1 .....	34
H.2	Human Resources: Minister .....	34
H.2.1	Hiring procedure for ministers .....	34
H.2.2	Resignation or dismissal of contract .....	34
H.3	DRE Children and Youth Religious Education .....	35
H.4	Human Resources: Lay Chaplains defined by CUC .....	35
H.4.1	Term of office .....	35
H.4.2	Replacement .....	35
H.4.3	Reporting .....	35
H.4.4	The amount of fees for services performed by lay chaplains shall be set by the board. ...	35

**SOUTH  FRASER**  

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**UNITARIANS**

## **Policies & Procedures**

In these policies “Trustees” and “Directors” are used interchangeably.

### **SECTION A      ORGANIZATION**

#### **Organizational Background**

##### **A.1      History**

South Fraser Unitarian Congregation held its first service January 14, 1990 with 60 people in attendance, although the name was not formally adopted until the following June. Before that, in the summer of 1989, newly ordained Rev. Brian Kiely carried out a demographic study that led to the identification of 78 UU’s and congregational friends living in the South Fraser target area. A newsletter funded by the Vancouver Unitarian Church, “The Chalice Lighter”, was used to identify interested people and from that a Steering Committee was established. At that time, the attendance averaged 30 people.

SFUC was welcomed into the Canadian Unitarian Council (CUC) in May 1990. The Charter from the Societies Act was received the following month, June 1990 and a tax number was filed at the end of that year. The name “South Fraser Unitarian Congregation” was decided upon in September 1990.

By 1994, start-up grants from the Vancouver Church and UUA had run out and because the congregation had not become self-sufficient, it was decided to shift to a ¾ time ministry.

##### **A.2      General**

The Board of Directors [Board] of South Fraser Unitarian Congregation [SFUC] serves the congregation and acts on behalf of the membership to achieve the goals of the mission statement with the appropriate use of resources. The Board partners with the minister to lead the congregation and hold the congregation accountable for the mission.

The board of directors recognizes and accepts its ethical, legal, and financial responsibility to the membership in accordance with CUC principles and guidelines. The board of directors is required to uphold the constitution and bylaws and regularly reviews these documents. Changes can only be made by a passing vote by SFUC membership at an AGM or EGM.

The board of directors is elected to develop, manage, and maintain the congregation. Their specific responsibilities are to:

- Determine goals, objectives, plans, including the Strategic Plan, policies, and budgets.
- Review and evaluate the work of the congregation.
- Carry out the planning, policy making and operating functions.
- Ensure that the congregation fulfills its mission and its legal responsibilities.
- Participate in an annual board retreat and attend the congregational AGM.

Community served: The society shall operate chiefly in areas south of the Fraser River in the Lower Mainland of BC, including Delta, Langley, Surrey, and White Rock. This provision may be altered by a special resolution.

The congregation shall be a member of the Canadian Unitarian Council or its successor. Other applications for affiliation shall be such as the members determine at a General Meeting.

### **A.2.1 Philosophy**

Our principles and purposes come from the Unitarian Universalist Association and are as follows: We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- The inherent worth and dignity of every person
- Justice, equity, and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregations and in society at large
- The goal of world community with peace, liberty, and justice for all
- Respect for the interdependent web of all existence of which we are a part

The living tradition which we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
- Wisdom from the world's religions which inspires us in our ethical and spiritual life
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit
- Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature

As Canadian Unitarian Universalists, we aspire to be:

- Deeply Connected: We strive to foster healthy relationships amongst and within UU communities, with the broader world and with all life.
- Radically Inclusive: We strive to create hospitable, diverse, multi-generational communities.
- Actively Engaged: We strive to work joyfully for a just and compassionate society, experimenting with new forms of community.
- Theologically Alive: We seek to be ever-evolving in our understanding, open to new knowledge.
- Spiritually Grounded: We seek transformation through personal spiritual experiences and shared ritual.

### **A.2.2 Strategic planning**

The Strategic Plan shall be developed by the board and the minister with input from the congregation. The Strategic Plan will specify goals and directions for board decision making, to be reviewed every five years.

### **A.2.3 Mission statement**

*South Fraser Unitarian Congregation is a liberal religious community: a place to worship joyfully, engage compassionately, and question boldly. Our mission is to:*

*Care – form meaningful relationships*

*Change – grow spiritually and personally*

*Care – work for a just and sustainable world*

### **A.2.4 Policy making**

Policies are statements that clarify how SFUC will be governed and organized to ensure its effective governance, management, and administration. The board of directors will be responsible for the governance policies of SFUC. The board's policies provide the parameters, terms, conditions, and procedures which will guide board, committee, and staff action. Policies are instituted and voted on in the board's meetings. All board policies will be reviewed at a frequency agreed upon by the board or as required. Board policies take precedence over the board manual, but not over the bylaws.

The Board Manual is another set of documents that describes different aspects of the organization. The Board Manual outlines more detailed operational procedures but does not require a vote by the board when changes are made.



### A.2.5 Policy on document retention and accessibility

Documents relating to SFUC are to be saved to the SFUC google drive, according to SFUC defined naming conventions.

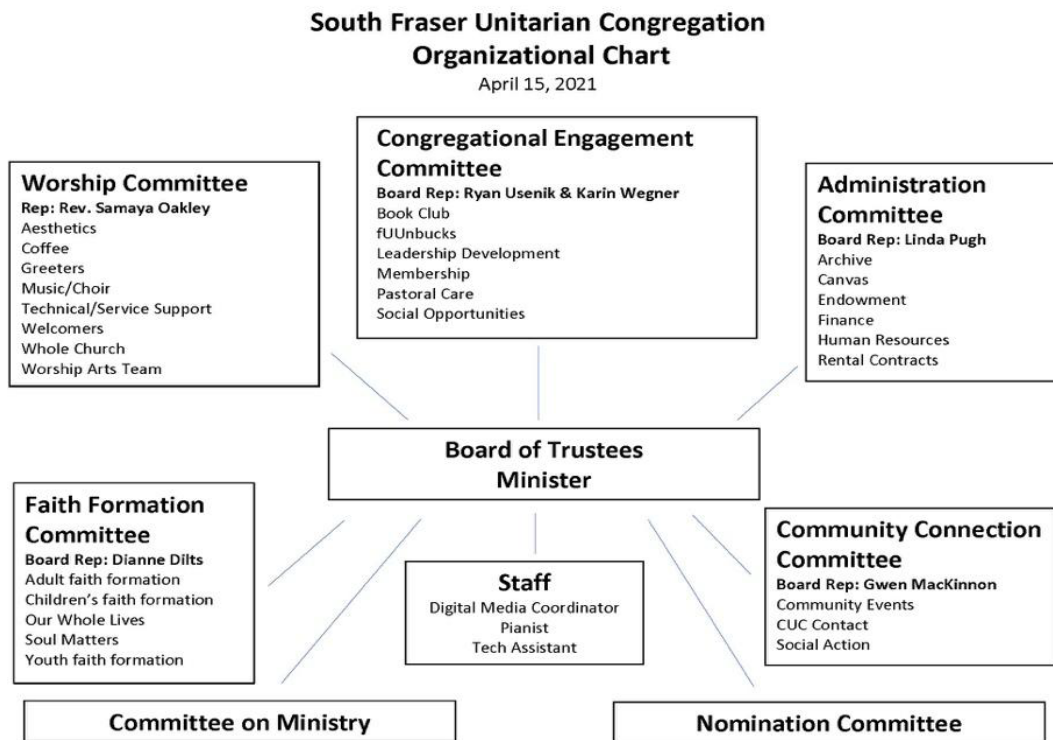
AGM meeting minutes will be published on the website for 3 years. Members wishing to access board meeting minutes can contact a member of the current board for a downloaded copy of the approved minutes.

Retention for documents relating to SFUC are as follows:

- Financial documents - seven years
- AGM meeting minutes - indefinitely
- Historical documents - indefinitely
- Committee meeting minutes - five years
- Board meeting minutes - five years

## SECTION B BOARD AND BOARD COMMITTEES

### B.1 Organizational chart



## **B.2 Organization: Nominating Committee**

The Nominating Committee, elected by the membership of the congregation, presents a slate of board members at the Annual General Meeting. A term of office lasts for two years for members-at-large; the term of one half the members expires each year. Midterm vacancies are filled by appointment of the chair with the approval of the board.

Nominations for elective offices of the congregation shall be made by the Nominating Committee which shall consist of two elective members whose terms shall be for two years, and the immediate past chair. The elected members shall be elected at each Annual Meeting, one every year. Any member of the congregation except present directors (other than the immediate past chair) and staff may serve on the Nominating Committee. In the event of a vacancy on the Nominating Committee, the chair shall appoint a member until the position can be filled at the next annual meeting.

The Nominating Committee shall elect its own chairperson. The committee shall nominate members for election as officers, directors-at-large and Nominating Committee members. Names of all nominees, along with background information, shall be published at least fourteen days prior to the annual meeting.

Additional nominations of members for the positions of officers, directors-at-large and Nominating Committee members may be made from the floor at the annual meeting, with the consent of the nominee, by petition signed by not less than ten voting members and filed with the secretary.

## **B.3 Organization: Board of Directors**

Members are selected because of their commitment, and/or because of their experience and knowledge of the congregation and the CUC. Nominees are selected so that the board will reflect the demographics of the membership, when at all possible.

The board shall consist of the executive officers, i.e., chair, secretary and treasurer, the immediate past chair and at least two but not more than four directors-at-large, each of whom shall have been a member of the congregation for a period of at least six calendar months prior to the date of election. Executive officers shall serve a term of one year and shall be eligible for re-election.

All board members are required to undergo a criminal record check.

There may also be one youth director-at-large, who shall be a member of the congregation, who shall have full voting rights, even though they might not be old enough for full church membership. The youth must be a member for at least six months prior to the date of election but is not liable for making a contribution of record to the operating fund.

### **B.3.1 Orientation**

After the board is selected at the AGM in the spring, the new board meets with the outgoing board members for an exchange of information.

A board manual is made available for board members' reference. Roles of the board members are to be determined at the first board meeting.

Members of the board of directors are not remunerated, as per bylaws Part 7,1.

### **B.3.2 Terms of office**

At each annual meeting, approximately half of the directors-at-large shall remain on the board to serve the second of the two years for which they were elected, and the remaining directors-at-large shall be elected to the board for a term of two years. No director, other than officers and the immediate past chair, shall be a member of the board for more than four consecutive years, but may be re-elected after the expiration of two years.

### **B.3.3 Board of Directors: Removal**

An officer or member of the board may be removed by a two-thirds majority vote at a general meeting, which may elect a successor to complete the unexpired portion of the term of the outgoing member of the board.

### **B.3.4 Vacancies**

In the event of death, resignation or removal from the vicinity of this congregation of an officer or a member of the board, or the inability to act or failure to act for a continuous period of three (3) months without excused absence, the board shall have the power to declare the position vacant and to appoint a successor to serve until the next annual meeting, when a successor shall be elected by the members to serve the unexpired portion of the term. Refer to Bylaw Part 4, 4.3, 4.4, and 4.5.

### **B.3.5 Roles / Responsibilities**

- a) The board shall have general charge of the property of the congregation, the conduct of all its business affairs and the employment of such persons other than a Called Minister as it may deem necessary, and the board may prescribe terms and conditions of employment of such persons.
- b) The board shall have sole power to grant the use of buildings or facilities of the congregation to persons or organizations not affiliated with the congregation and to lay down conditions governing such use.

- c) Meetings of the board shall be held as follows:
  - (i) One regular monthly meeting, except in July and August, and additional meetings at the call of the chair.
  - (ii) A meeting may be convened at any time by the chair, upon forty-eight hours' notice to all members of the board and shall be so called upon the written request of any two board members. Bylaw Part 5, 5.1.
- d) A majority of the board shall constitute a quorum at any meeting of the board. Bylaws Part 5, 5.5
- e) The minister and such other persons in the employ of the congregation as the board may determine shall be entitled to participate in all meetings of the board, but the chair shall have the right to request their absence from meetings at such times as matters affecting their position are under discussion.
- f) Upon being elected to the board, expectations are listed in the board manual under "Obligations of Individual Board Members."
- g) The individual role of a board member is described in the board manual.
- h) Job descriptions for the board of directors are in the board manual.
- i) specify liability and insurance. {?} what detail of insurance needs to be added
- j) Conflict of interest, see financial section D.8

## **B.4 Organization: Committees**

Areas of responsibility are divided up into Committee section. Board members are assigned a section to represent that group and they are referred to as Board Reps for each committee section. See B.1 org. chart for the list of committees and areas of responsibility. Board committees will not have executive authority. Committees do not speak or act for the board but are represented by a board member.

### **B.4.1 Terms of reference**

Each committee shall have a Terms of Reference created from the reference guide in the board manual. These will be reviewed at the beginning of the Board year, May to April.

### **B.4.2 Social action**

Social action is a guiding principle of all congregational work.

### **B.4.3 Standing and ad hoc committees**

Standing committees and special ad hoc committees of the congregation shall be established by the board and shall be terminated by the board. Committee appointments continue until the member resigns from that position or unless there is a written termination by the board.

### **B.4.4 Committee chairs**

Appointments and terminations of chairs of committees shall be made by the board, and members of committees shall be approved by the board. The chairs of committees shall be members of the congregation, but non-members are eligible to serve on committees.

### **B.4.5 Committee chair terms**

Committee chairs shall be eligible for re-appointment. The chair is expected to serve for the duration of the church year, September to June.

### **B.4.6 Ex-officio members**

The board chair and the minister shall be ex-officio members of all committees but without the right to vote. Committee meetings will usually be open to all members and friends of the congregation as visitors.

### **B.4.7 Reporting of committees**

Any ad hoc committee or group formed to function within, or partly within, the congregation is required to inform the board of its existence, its purposes, and its requirements, if any, for congregational facilities. The board has the right to obtain, from time to time, reports of activities of the group.

### **B.4.8 Board calendar**

January	<ul style="list-style-type: none"><li>▪ Remind Committee on Ministry of the annual evaluation of the Minister to be ready for March-April</li><li>▪ Remind Board representatives to ask for annual reports and suggestions for Chairs for the following year, due in mid-March;</li><li>▪ Hold a budget meeting</li><li>▪ Check that CUC meetings are advertised for members</li><li>▪ Activate Nominating Committee to find new Board members</li><li>▪ Begin the process of finding delegates for the CUC Annual General Meeting in May. We can have two delegates represent SFUC.</li></ul>
February	<ul style="list-style-type: none"><li>▪ Initiate the annual auditor review</li><li>▪ Begin planning for an annual congregational evaluation to take place in the spring. The Committee on Ministry initiates this.</li></ul>

March	<ul style="list-style-type: none"> <li>▪ Begin preparation for Annual General Meeting (AGM)</li> <li>▪ Notice of Annual General Meeting in March and April Chalice Lighters</li> <li>▪ Accept nominations for new Board of Directors</li> <li>▪ Seek nominations for Sonia Brook Award</li> </ul>
April	<ul style="list-style-type: none"> <li>▪ Annual Minister’s evaluation</li> <li>▪ Hold Annual General Meeting (Policies dictate this can happen in the spring).</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ Hold Annual General Meeting (SFUC policy dictate this can happen in the spring)</li> <li>▪ Thank outgoing Board members publicly at the Annual General Meeting</li> <li>▪ Submit annual report to BC Registrar of Societies.</li> <li>▪ After new members join the Board, arrange for each member to be a representative with one of the committees.</li> <li>▪ Prepare listing of new board members and committee members along with their contact information for September Chalice Lighter.</li> <li>▪ Arrange training for new Board members. Ensure that outgoing board members turn over their manuals for new Board members.</li> <li>▪ Attend the Canadian Unitarian Council’s General Meeting (via zoom) and conference (held every two years).</li> </ul>
June / July	<ul style="list-style-type: none"> <li>▪ Board installation to happen at a Sunday service in June</li> <li>▪ Make date and place for Board Retreat in early September</li> <li>▪ Form the Canvas Committee</li> <li>▪ Ensure list of board approved authorized signatories is reviewed annually.</li> <li>▪ Each member of the Board reviews the Bylaws and Policies.</li> <li>▪ Submit annual report to Canada Revenue Agency by June 30<sup>th</sup></li> </ul>
August	<ul style="list-style-type: none"> <li>▪ Prepare for Board retreat</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ Board Retreat – Board and invited chairs of all committees to review their terms of reference and set goals for the year</li> <li>▪ Canvas committee sets date for canvas</li> </ul>
October	<ul style="list-style-type: none"> <li>▪ Board members will participate in Canvas Sunday kick off and present interim financial report and any new fiscal goals</li> </ul>
November	<ul style="list-style-type: none"> <li>▪ In preparation for the upcoming budget meeting (January), ensure the minister’s package/contract and staff contracts are reviewed for adjustments to be included in the budget. For 2021-2022, staff contracts include our Digital Media Coordinator, pianist, and Tech Assistant.</li> <li>▪ Communicate with staff regarding next contract(s)</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Prepare for budget meeting in January.</li> </ul>

## **SECTION C MEMBERSHIP**

The members of the congregation are defined in Part 2 of the Bylaws which describes application for membership and rules of membership.

### **C.1 Eligibility for membership**

Any person 16 years of age or over may become a member:

- (a) If in general agreement with the aims and objectives of the congregation.
- (b) When familiar with the Constitution and By-Laws and current mission and goals of the congregation.

#### covenant of right relations

- (c) If aware of the responsibilities of each member to support the congregation financially.
- (d) When the new member has signed the Membership Book in the presence of a member of the board of trustees, a member of the Membership Committee, and the minister of the congregation (if applicable).

Membership is open to all qualified persons, without regard to race, ethnicity, gender, ability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

For the purposes of SFUC policies the following definitions apply:

Children:	0 to 13 years old
Youth:	14 to 18 years old
Young Adult:	19 to 35 years old

## C.2 Eligibility for voting

A member is eligible to vote or petition as a member at congregational meetings if the person:

- (a) Has been a member in good standing for 90 days prior to the meeting.
- (b) Has been reinstated after the lapse of membership and has made a financial contribution of record in the current fiscal year.
- (c) Has transferred their membership directly from a Unitarian or Universalist church or fellowship elsewhere, has signed the SFUC membership book, and has made a financial contribution of record in the current fiscal year.
- (d) Is a new member who has been a member for at least 90 days and has made a financial contribution of record in the current fiscal year.

The Treasurer and Membership Committee monitor who can vote and remind members who are in arrears. The Secretary monitors and distributes voting cards accordingly at the AGM.

### **C.3 Financial responsibilities for members**

- a) A member shall make a financial contribution of record in each fiscal year in excess of the minimum amount set annually by the board, and detailed in the pledge package. This provision may be waived with respect to any individual member by resolution of the board.
- b) Honorary members are long time members no longer able to contribute financially or personally to the life of the congregation who may, by resolution of the board, be carried on the rolls as honorary members. Honorary members retain voting privileges but may not serve on the board or as committee chair.
- c) Associate members are those who are unable to contribute financially or personally to the life of the congregation and who may, by resolution of the board, be carried on the rolls as associate members. Associate members shall have all rights and privileges of regular members except for the right to vote at congregational meetings, chair committees, or to serve on the board. Associate member status to be reviewed each January by the Board on recommendation of the Membership Committee.
- d) Visitors and Friends are those who have not signed the membership book and may or may not contribute financially or personally to the life of the congregation.

Membership status is tracked by the Minister, Treasurer, and Membership Committee chair.

### **C.4 Definition of a member not in good standing**

All members are in good standing except a member who has failed to make the minimum financial contribution of record in accordance with clause **B.5.6 a)** in the most recent fiscal year or has failed to pay any other debt due and owing to the Society so long as the debt remains unpaid. Any member who has not made a financial contribution of record within six months, unless this provision has been waived, shall be requested by the Secretary to indicate intent relative to membership. Any member so notified who does not make a contribution of record by the end of September shall, at the discretion of the board, have membership terminated.

### **C.5 Withdrawal of Membership**

Voluntary withdrawal from membership shall be made by written request addressed to the Secretary of the Board.

### **C.6 Readmission of a member**

A former member may be readmitted to membership by a written request and financial contribution unless they were expelled according to clause C.8.



## **C.7 Termination of members (Bylaws part 2.6 and disruptive behaviour policy)**

A member may be expelled by a special resolution of the members passed at a congregational meeting. The notice calling the meeting shall be accompanied by a brief statement of the reason or reasons for expulsion. The person who is the subject of the resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. A person expelled pursuant to this section may not be readmitted to membership except by a special resolution of the members.

## **C.8 Census of congregation**

Members of the Congregation, for the purposes of any census of the Congregation, shall be deemed to be only those persons who qualify as members under Part B.

# **SECTION D CONGREGATIONAL RIGHTS AND RESPONSIBILITIES**

## **D.1 Covenant of Right Relations**

We, the members of South Fraser Unitarian Congregation, acknowledge that this covenant exists within a spiritual community. Under an umbrella of goodwill and a shared commitment to uphold the seven principles of our Unitarian religion in our interactions with one another, we covenant to strive:

1. To regard self-respect and respect of others as a central aspect of all we do:
  - a. To care for and encourage each other, listening with compassion and understanding.
  - b. To appreciate our mutual contributions, strengths, weaknesses, similarities, and differences.
  - c. To reach out to one another with the giving and receiving of help, and to keep in touch with those unable to come to services.
  - d. To share openly and honestly our needs and concerns.
2. To express our support of each other, the congregation, and our staff and minister by:
  - a. Volunteering our time, giving financial support, and following through with our commitments.
  - b. Expressing gratitude.
  - c. Encouraging and respecting each other's exploration of spiritual values, Unitarian history, evolution, and practices.
  - d. Sharing our talents in diverse ways, such as music, ideas, and humour.
3. To minimize the escalation of conflict by:
  - a. Creating an atmosphere of inclusion and caring.
  - b. Communicating with respect and positive intention.
  - c. Communicating directly with each other rather than with third parties.
  - d. Being open and honest with one another in discussion, disagreeing in a way that allows us to continue with our work.

- e. Being perceptive about when to speak and when to listen.
- f. Avoiding the giving of unsolicited instructions and advice.
- g. Being mindful of the boundaries of self and other.
- h. Creating and following a process for the mediation of interpersonal conflicts.

As the body within which this covenant exists, and under the umbrella of goodwill, South Fraser Unitarian Congregation covenants to support its members and friends by:

1. Providing an atmosphere of inclusion, caring, and positive energy that is renewing to both body and spirit.
2. Encouraging individual involvement and input in decisions that impact the present and future of the congregation.
3. Encouraging laughter and giving comfort.
4. Providing a safe place to share joys and sorrows.
5. Respecting and accepting each person's uniqueness, positive aspects, and good intentions.
6. Appreciating and acknowledging the work and achievements of each person.
7. Providing the opportunity to gain a larger perspective.
8. Providing a communication system that informs everyone of community activities and events.
9. Encouraging adherence to our seven Unitarian principles.

In all the above we recognize and accept that people have varying opinions, and varying degrees of affinity for each other. We also recognize and accept that while we may all fail sometimes, we will strive nonetheless to meet the intentions of this covenant.

## **D.2 Privacy Policy**

At South Fraser Unitarian Congregation, Surrey, B.C., we understand that personal privacy is a critical issue for our members, friends, donors, and employees. This privacy policy outlines our principles and procedures regarding the confidentiality and security of personal information given to us by members, donors, and employees. We believe that ensuring the accuracy, confidentiality, and security of the personal information we hold is both a legal and ethical obligation.

This privacy policy is based on the B.C. Personal Information Privacy Act (PIPA) SBC 2003, c.63 and includes our ten privacy principles to meet the specific needs of both South Fraser Unitarian Congregation, and the members, donors, and employees of this Congregation.

### **Scope:**

This policy applies to South Fraser Unitarian Congregation, Surrey, BC. It outlines the principles and commitments we make to our members, friends, donors, and employees, to protect their personal information.

## Definitions:

South Fraser Unitarian Congregation (SFUC), Surrey, BC is a congregation affiliated with the Canadian Unitarian Council.

Canadian Unitarian Council (CUC) is a voluntary association of Unitarian Universalist congregations.

“Collection” is the act of gathering, acquiring, or obtaining personal information from any source, by any means.

“Consent” involves voluntary agreement with what is being done or proposed. Consent may be expressed in writing, or verbally, or tacitly. Implied consent exists when the church can reasonably infer consent based upon the action of the member, friend, donor, or employee.

“Member”, and “Friend” (for the purposes of this policy) mean anyone who makes use of the services, programs, and activities of SFUC.

“Donor” means anyone who contributes financial resources to the work of SFUC.

“Employee” means anyone who contributes his or her time and talent to the work of SFUC, whether on a paid or voluntary basis. **This definition includes a volunteer solely for purposes of this policy and the Personal Information Privacy Act (PIPA) and is not applicable to the definition of employee under any other statute or law or common law or for any other purpose.**

“Disclosure” is the act of making personal information available to others.

“Use” is the treatment and handling of personal information by and within SFUC.

“Personal Information” is information about an identifiable individual that is recorded in any form, excluding the person’s name, business title, business address and business phone.

“Third party” is an individual or organization other than SFUC and its members, friends, donors and employees.

### D.2.1 The accountability of SFUC

SFUC is accountable for the protection of the private information of members, friends, donors, and employees.

- a) The overall responsibility for the protection of personal information, and compliance with this Privacy Policy rests with the SFUC Privacy Officer.
- b) This congregation is committed to ensuring that appropriate security measures are used in the transfer of sensitive private information. When using email or wireless communication, we advise members, friends, donors, and employees that complete confidentiality and security are not assured.

- c) SFUC is not accountable for any damages suffered when a member, friend, donor, or employee transmits personal information through email or wireless communication, or when SFUC transmits such information at the request of the member, friend, donor, or employee.
- d) SFUC has developed policies and procedures to: protect personal information; receive and respond to complaints and inquiries; train staff regarding the policies and procedures; communicate the policies and procedures to our members, friends, donors, and employees.

### **D.2.2 Identifying the purposes of personal information**

- a) SFUC will communicate the purposes for which information is being collected, either orally or in writing.
- b) SFUC collects member personal information for the following reasons only:
  - To provide information for congregational programs and services
  - To maintain donor records and issue charitable tax receipts
  - To maintain adequate stewardship or care for our human and financial resources
  - To provide services that will meet the spiritual, educational, and human needs of our members, friends, donors, and employees
  - To adequately promote our mission, vision, and outreach services
  - To verify the identity of a member, friend, donor, or employee
  - To maintain a directory of members and friends containing contact information provided by members and friends for that purpose
  - To provide a list of members to the Canadian Unitarian Council

### **D.2.3 Consent from members, friends, donors and employees**

- a) SFUC will obtain consent from members, friends, donors, and employees for the collection, use or disclosure of any personal information except where detailed in this Privacy Policy. SFUC will make reasonable efforts to ensure that members, friends, donors, and employees will understand how their personal information will be used and disclosed.
- b) The consent of a member, friend, donor, or employee can be written, spoken, or implied. A member can withdraw consent at any time, but such withdrawal may also inconvenience the member, friend, donor, or employee (i.e., charitable tax receipts, or employee pension or earnings statements). If the law requires such information, SFUC may decline to deal with a member, friend, donor, or employee who has withdrawn their consent to the required information.
- c) SFUC may collect, use, or disclose personal information without the member, friend, donor, or employee's knowledge or consent in the following exceptional circumstances:

- When such collection, use or disclosure is permitted or required by law
  - When using such information is required in an emergency that threatens an individual's life, health, or personal security
  - When certain information is publicly available
  - When we require legal advice from a lawyer
  - When we need to collect a debt from a member, friend, donor or employee
  - When we need to deal with an anticipated breach of law
- d) Consent may be given orally, in writing, or electronically. For example, depending on the sensitivity of the information, consent can be expressed over the telephone, though this is only for the most minimally sensitive level of personal information. In other cases, where a form must be filled in, one might consent by means of a check-off box. In some cases, donors may wish to fill in an electronic form indicating consent. It may also be that members, friends or donors are asked for permission to have their home addresses or phone numbers on a list of members or participants in a program.

#### **D.2.4 Limits for collecting personal information**

SFUC will collect personal information only for the purposes identified. It will use methods that are lawful and will not collect information indiscriminately.

#### **D.2.5 Limits for using, disclosing and keeping personal information**

- a) Personal information will only be used or disclosed for the purposes for which it was collected. If such information is to be used for additional purposes, SFUC will seek new consent to do so.
- b) SFUC will not sell membership, friend or donor lists to third parties.
- c) SFUC may occasionally use membership, friend, or donor lists to conduct surveys to provide better programs and services, or to do research for future planning.
- d) SFUC may send membership, friend and donor lists to the Canadian Unitarian Council in order that they may provide information on issues of stewardship, outreach, and other concerns of our larger denomination.

#### **D.2.6 Accuracy**

- a) SFUC will make reasonable efforts to ensure that any personal information collected is accurate, complete, and current. In most cases, it will rely on the members, friends, donors, and employees to keep certain information current, complete and accurate.
- b) Members, friends, donors, and employees may request amendments to the records at SFUC, to ensure the accuracy and completeness of their personal information. If the amendment request

pertains to information that remains in dispute, the Privacy Officer will note the person's opinion in the file.

### **D.2.7 Safeguarding personal information**

- a) SFUC is committed to the safeguarding of the personal information of members, friends, donors, and employees to prevent its loss, theft, unauthorized access, disclosure, duplication, use or modification.
- b) Depending on the sensitivity of the personal information, SFUC may employ appropriate security measures to protect the information. The measures may include, for example, the physical security of offices, locked filing cabinets, and electronic security measures such as computer passwords.
- c) SFUC will use appropriate security measures when disposing of personal information, computers no longer in use, and other storage devices. This will, for example, involve the shredding of paper records containing personal information, and the reformatting of computers and storage systems no longer in use.

### **D.2.8 Availability of policies and procedures**

- a) SFUC is open about the policies and procedures it uses to protect the personal information of members, friends, donors, and employees. Information about these policies and procedures will be made available in written format in plain language. However, to ensure the integrity of our security procedures, we may refuse to disclose publicly certain information.
- b) SFUC will make the following information available:
  - The name, title, and address of the privacy officer who can respond to requests for information on personal information policies and procedures, and to whom complaints or inquiries can be forwarded.
  - A description of the type of personal information held by SFUC, including a general account of its use.
  - A copy of any brochures or other information that explain the policies and procedures.
  - An explanation of what personal information is made available to related organizations within the Canadian Unitarian Council.

### **D.2.9 Providing access to personal information**

- a) Members, friends, donors, and employees have a right to have access to their personal information held by SFUC. Upon request, SFUC will, within a reasonable time, tell the member, friend, donor, or employee what personal information it has, what it is being used for, and to whom it has been disclosed if applicable and within the period for which records are available.

- b) Members, friends, donors, or employees may be asked to be specific about the information they would like to have access to, and to submit their request in writing to the privacy officer.
- c) Members, friends, and donors will be required to provide personal information to identify themselves to enable SFUC to provide an account of the existence, use and disclosure of personal information.
- d) SFUC will make the information available within 30 days or provide written notice of extension where additional time is required to fulfill the request. The notice of extension note will advise of the new time limit, the reasons for extending the time, and of the right of the member, friend, donor, or employee to make a complaint to the B.C. Privacy Commissioner regarding the extension.
- e) The information will be made available at a reasonable cost that will vary with the type and amount of information requested. If the information is extensive, the privacy officer will inform the member of the cost and request further direction from the individual as to whether the privacy officer should proceed with the request.
- f) If a request for information is refused, the privacy officer will notify the individual in writing, documenting the reasons for refusal and resources for redress available to the member, friend, donor, or employee. These reasons may include that it is unreasonably costly to provide, that the information could threaten the security of another individual, or that it was information generated in a formal dispute resolution process, or that the information contains references to other individuals, or that the information cannot be disclosed for legal or security reasons, or that it is information that is subject to solicitor-client or litigation privilege.
- g) If the information is demonstrated to be inaccurate or incomplete, SFUC will amend the information as required.

#### **D.2.10 Compliance and complaints**

- a) Members, friends, donors, or employees are to direct any complaints, concerns, or questions regarding this privacy policy in writing to the privacy officer / board secretary of SFUC. If the privacy officer is unable to address the individual's concerns, the issue can be referred to an appeal committee made up of the chair of the board, the chair of the personnel committee, and the minister. If any of the individuals in these positions are in conflict regarding the individual making the complaint, they should be excused from participation in the appeal committee and the board should appoint a substitute. It may be that a wise member from another congregation can be brought in to help with the deliberations. If this appeal process does not resolve the matter, the complainant is always able to write to the Provincial Privacy Commissioner's office.

## Contact Information:

Privacy Officer  
South Fraser Unitarian Congregation,  
13775 70 Avenue  
Surrey, B.C.  
V3W 0E1

Office of the Information and Privacy Commissioner,  
3<sup>rd</sup> Floor, 756 Fort Street, PO Box 9038 Sta. Prov. Govt.  
Victoria, B.C. V8W 9A4  
Web site: [www.oipc.bc.ca](http://www.oipc.bc.ca)  
Phone: 250-387-5629  
Toll free: 1-800-663-7867  
Email: [info@oipc.bc.ca](mailto:info@oipc.bc.ca)

### D.3 Safety policy

SFUC is committed to creating and maintaining a church community that ensures the safety, health and well being of members, friends, volunteers, staff, visitors and others who participate in programs and activities associated with the church. This policy reflects our First Principle, the inherent worth and dignity of every human being.

SFUC's commitment is especially significant for adults who are vulnerable because of age or disability as well as to children. SFUC will take responsibility for undertaking reasonable measures to care for individuals and the congregation as a whole from physical and emotional harm.

### D.4 Disruptive behavior policy

This policy applies if a member, friend, or visitor is deemed by the minister, the board, or any members of the congregation to exhibit behavior that has a negative effect on church functions or mission, as defined by any of the following:

- Dangerous (whether a threat, perceived or observed, to persons or property)
- Disruptive (interfering with church activities)
- Offensive (exhibiting a manner that is likely to drive away members, friends, or visitors)

#### D.4.1 Situations requiring an immediate response

The minister and/or the leader of the group or activity involved will respond. The response may include:

- Asking the offender to leave
- Suspending the meeting or activity until it can be resumed safely
- Calling the police department if further assistance is required

If such actions are required in their absence, the minister and board chair will be notified as soon as practical. A follow-up letter or document will be sent to the offender by the minister and/or board chair detailing the required steps to be taken by the offender before being allowed to return to the activities involved.



#### **D.4.2 On-going situations and those not requiring an immediate response**

The witness or witnesses will provide the minister and/or board chair with a written, signed explanation of the offending behavior and its impact on the witness(es). The minister or board chair will determine whether the situation should be handled privately or whether to request that an ad hoc committee be appointed by the board of trustees to investigate the matter further. Any such ad hoc committee shall include the minister and at least two other members of the congregation. When appropriate and possible, the minister or a committee member will inform the person that a complaint has been made and is being investigated.

#### **D.4.3 Investigation guidelines**

The minister and/or the committee will respond to situations as they arise, using their own judgment, without defining acceptable behavior in advance.

- People and situations will be dealt with individually.
- Stereotypes or stereotyping will be avoided.
- The minister and/or committee will collect any additional information needed to obtain a complete picture of the situation and research any applicable laws.
- If necessary, the board shall authorize funds to pay costs for a professional background check, to provide such facts as the correct identity of the person in question, and records of past criminal activity involving threats, harassment, or actual harm to other persons or property.

The minister and/or committee will consider the following questions in making any decision:

- **Dangerous:** Is the individual the source of a threat or perceived threat to persons or property, including him/herself?
- **Disruptive:** How much interference is occurring with church functions?
- **Offensive:** How likely is it that prospective or existing members will be driven away?
- **Causes:** Why is this disruption occurring? Is it a conflict between the individual and others in the congregation? Is it due to a professionally diagnosed condition of mental illness?
- **History:** What is the frequency and degree of disruption caused in the past?
- **Probability of Change:** How likely is it that the problem behavior will diminish in the future?

The minister and/or committee will respond on a case-by-case basis. Mediation by a neutral party is a possibility. The following levels of response are options that may be implemented:

- **No Action:** It may be determined that the complaint is not warranted. The minister will explain and discuss this with the person making the complaint.
- **Warning:** The minister or a committee member will meet with the offending individual to communicate the concern and expectations for future behavior.

- **Suspension:** The offending individual is excluded from the congregation and/or specific activities for a limited period with the reasons and conditions of return clarified in writing by the minister/board president.
- **Barred:** The committee recommends to the board that the offending individual be barred from congregational activities. Expelling a member of the congregation will be done by special resolution of the members as per the SFUC bylaws. If so approved, the minister/board President will write a letter to the individual explaining the reasons, the individual's rights, and possible recourse.
- **Appeals:** The offending individual may appeal the decision to the board.

**In the rare and extraordinary case that an individual is being considered for expulsion, the board of trustees will also consult the Canadian Unitarian Council.**

## **D.5 Abuse Prevention Plan and Audit - to be revised - Vulnerable populations including elders to be included**

### **D.5.1 Statement of abuse policy**

South Fraser Unitarian Congregation (SFUC) is committed to the inherent worth and dignity of every person and to justice, equity, and compassion in human relations among individuals and groups. This policy is grounded in our Unitarian Universalist principles and comes from the duty or care owed to children in our society. By actively addressing potential problems and concerns, we provide protective care for the children, youth and volunteers who participate in child and youth programming at SFUC, and we strive to protect our staff and volunteers from false or wrongful allegations.

### **D.5.2 Abuse prevention screening**

All workers for children and youth will be screened to a degree that is appropriate for their interaction with children in our congregation's care. This includes volunteers/employees who have the opportunity to be alone with children or youth, or who have power or a position of trust with the children/youth. Proper screening and guidelines also apply to members of the board of trustees and personnel who have management authority and power over other staff.

Screening methods include:

- a signed employee/volunteer application
- criminal record check for all workers over 16 years of age updated every five years
- background reference checks
- personal interviews
- minimum 6 month waiting period from the time of joining the congregation, prior to eligibility for those who have the opportunity to be alone with children and youth

### D.5.3 Abuse prevention operational procedures

The following measures are intended to prevent abuse and harassment:

- Administration: We keep confidential screening documentation on file indefinitely for all workers and volunteers. We conduct an annual review of our abuse prevention plan.
- Leader Selection: The director of religious exploration and/or the chair of the CRE? committee are responsible to select and assign volunteers to appropriate roles. Adults or youth who have been convicted of or pled guilty to either child sexual or child physical abuse, or have legal charges pending, **will not** be permitted to work with children or youth.
- Leader Preparation: All leaders are made familiar with the Abuse Prevention Plan and sign a ministry covenant confirming they have read, understood and are willing to comply with the policies and procedures listed in the Abuse Prevention Plan.
- Duty to report suspicions of abuse: Adults who witness or suspect that a child has been abused or maltreated have a legal duty to report the situation to the Ministry of Children and Families (310-1234). The Faith Formation Board Rep should be informed of the report.
- Incident Reports: All incidents of alleged abuse, injury or harassment involving program staff or volunteers are to be reported to the Faith Formation Board Rep who will complete an incident reporting form for the alleged offence and refer it to the board within 24 hours.
- Leadership roles: We encourage a team approach to children's and youth work so that there is more than one worker with the children at a time. Volunteers under age 18 may assist with qualified adult supervision.
- Safe environment: We maintain an open environment that is easily viewed by parents and other workers by keeping window shades and doors open unless an open door poses a safety hazard for toddlers who may wander out of the room. We maintain adequate lighting. The program area is open to children only with appropriate supervision.
- Facilities: Children's use of washrooms are monitored for safety. If a child is unable to toilet on his/her own, parents may be asked to help their child or parents may give staff permission to assist the child.
- Respectful Physical Contact: We prohibit corporal punishment, other inappropriate discipline, and inappropriate touching or affection.

- Beginning the program: Children are accompanied from the worship service to the children’s program by the program leaders. Children who come late to class must be accompanied by a parent so that the child is not unsupervised.
- Registration: Children may visit the program (with parent permission) while their family attends the service. Children who attend regularly are expected to be registered by their parents.
- Attendance: Children’s attendance is recorded by the teacher each week.
- Dismissal: Classes will not be dismissed until the church service has ended. Children under the age of 7 must be signed-out when picked up by their parent. With parent permission, children 7 years or older may be dismissed to meet parents.
- Other activities: We avoid activities that could easily lead to allegations of abuse or harassment, such as individual photography of children, unsupervised internet access, vehicle transportation by workers alone with unrelated youth, or improperly supervised sleepovers. “Out-of-program” contact between program leaders and children/youth must maintain respectful boundaries and be arranged only with parent permission. We obtain parental consent for off-premises or overnight activities and field trips.
- Transportation: When transportation is required, parents must provide consent, drivers must have a valid driver’s license and appropriate vehicle insurance and each person transported in a vehicle must wear a seat belt. Each vehicle should carry two adults, one of whom has been screened.

#### **D.5.4 Responding to allegations or complaints of misconduct**

We will respond to all allegations or complaints of misconduct in an appropriate manner, including:

- completion of a written Incident Reporting Form within 24 hours of receipt of a complaint.
- fulfilling obligations to report incidents to the Ministry of Children and Families and/or police authorities.
- assuring serious and compassionate response to the complainant and their family and assuring them of our commitment in assisting the investigation.
- avoiding public statements to individuals, the media or from the pulpit without obtaining legal counsel.
- immediately suspending the alleged perpetrator, without presuming guilt, pending the outcome of the investigation.
- reporting the incident to our insurance agent or broker, to satisfy the conditions of our liability policy.
- consulting a lawyer for advice.

### **D.5.5 Definitions**

We are guided by B.C.'s child protection legislation, the Child, Family and Community Service Act which defines the following types of abuse:

- Physical abuse (any physical force or action that results, or could result, in injury to a child which is stronger than what would be considered reasonable discipline)
- Sexual abuse (the use of a child for sexual gratification, which includes sexual touching as well as non-touching abuse, such as making a child watch sexual acts)
- Emotional abuse (a pattern of destructive behaviour or verbal attacks by an adult on a child, which can include rejecting, terrorizing, ignoring, isolating, exploiting, or corrupting a child)
- Neglect (failure to provide for a child's basic needs: food, clothing, adequate shelter, supervision, and medical care)
- In addition, we define exploitative relationships as violations of boundaries including romantic or sexual relationships between leaders, youth-leaders, and/or participants

## **SECTION E MEETINGS**

### **E.1 Annual Budget Meeting**

The Annual Budget Meeting of the membership shall be held in January of each year at a time and place designated by resolution of the board. Members will receive the budget proposed by the board 14 days in advance of the budget meeting. The Treasurer shall present the proposed budget and the membership shall review and vote on the budget.

### **E.2 Annual General Meeting**

The Annual General Meeting (AGM) of the membership shall be held in the spring of each year at a time and place designated by resolution of the Board.

### **E.3 General Meetings**

General meetings of the members may be called at any time by resolution of the board and will be called within 21 days of receiving written petitions signed by 10% of the voting members. All special meetings shall be restricted to business included in the notice of meeting or petition.

### **E.4 Quorum**

Quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members whichever is greater.

## **E.5 Voting**

Methods of voting are outlined in the Bylaws, (Part 3, General Meetings of Members, 3.13) Each member shall have one vote and votes shall be cast either in person or by written proxy. In some circumstances, votes may be cast online. Refer to Bylaw 3.15.

## **E.6 Meeting notice**

Fourteen days' notice of all meetings of the membership shall be given by mailing or emailing to each member a written notice of the hour, date, and place of such meeting and the purpose for which it is to be held, including the substance of any resolutions to be presented. Where several members of a single family reside together, one notice mailed or emailed to their common address shall satisfy the requirements of notice of each unless a written request for an individual notice has, before the date of mailing or emailing, been filed with the Secretary.

The notices of the AGM shall be accompanied by the report of the nominating committee and a report of all nominations by petition received in time for mailing, the financial statements, agenda, and committee reports.

## **E.7 Meeting procedural method**

The rules of procedure set out in "Robert's Rules of Order, Revised" shall be followed at all meetings, except where inconsistent with the Constitution and By-Laws of the Congregation.

## **E.8 Amendments to by-laws**

The By-Laws may be amended or repealed by special resolution so far as allowed by law, by a majority of not less than seventy-five percent (75%) of the votes cast at a general meeting. Notice of any proposed changes in the By-Laws shall be mailed or emailed to each member at least 14 days prior to the meeting.

## **SECTION F WEATHER CANCELLATION**

The decision to cancel a service due to inclement weather will be made by the minister or program leader the evening before the event, or the morning of.

Once the decision has been reached, the minister or program leader will send an email to all participants regarding the cancellation. It is recognized that some individuals may need to be phoned as well. The minister or program leader will also post a notice on our SFUC Facebook group and page about the cancellation.

The minister or program leader will let people know about the cancellation guidelines at the start of each program.

In November, January, and March the following notice will be added to the Chalice Lighter:

“During the winter months it may be necessary to cancel a Sunday service or SFUC event at short notice. As soon as the decision is made you will receive an email alerting you to the cancellation. A notice will also be posted on Facebook. Those without email will be contacted by phone. In the past this has been a rare occurrence; however, we need to be prepared.”

## **SECTION G            FISCAL POLICY**

### **G.1    Fiscal policy: Purpose**

The society shall operate as a charitable organization and receive, acquire, and hold gifts, donations, devices and bequests of every nature and description toward the purposes of this society. This provision was previously unalterable. (Bylaws part 9)

### **G.2    Fiscal policy: Definition of funds**

All assets are to be held in the name of the South Fraser Unitarian Congregation South Fraser Fund, consisting of the Endowment Fund which holds the operating fund and the Building Fund. The South Fraser Fund shall be hereafter called “the Fund.” Oversight of the Fund is provided by the board of trustees.

#### **G.2.1   Amending the South Fraser Fund**

Any amendment which will change, alter, or amend the purpose for which the South Fraser Fund is established, shall be adopted by a seventy-five percent (75%) vote of the members present at a Special Meeting called specifically for this purpose.

#### **G.2.2   Endowment Fund**

Gifts and bequests to the fund shall accumulate until the principal amount of \$25,000 is achieved, after which the income generated from the investment of the principal (i.e., the interest) may be expended. Interest from the Endowment Fund is deposited into the chequing account for operations.

#### **G.2.3   Building Fund - must be voted on**

- a) In extraordinary circumstances, the principal of the Building Fund can be drawn upon approval of sixty-six percent (66%) of members in attendance at a properly constituted congregational meeting.
- b) Interest from the Building Fund may be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:

- (i) That twenty percent (20%) of the interest is to be re-invested in the fund.
- (ii) Interest to be used for the physical plant of South Fraser Unitarian Congregation, such as, but not limited to, maintenance of buildings, capital improvements or renovations, building rental fees, or mortgage reduction.

#### **G.2.4 Disposition or transfer of Fund**

In the event South Fraser Unitarian Congregation ceases to exist through merger, then disposition or transfer of the Fund shall be at the discretion of the Congregation in conformity with the approved congregational By-Laws.

In the event of dissolution of the congregation, if there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be transferred to some other Unitarian body or bodies to be determined by a General Meeting of the congregation at or before the time of dissolution.

#### **G.3 Fiscal policy: Control of assets**

Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest and in all other respects to manage and control the assets of the fund, including stocks, bonds, debentures, mortgages, notes, or other securities as in their judgment and discretion they deem wise and prudent, are to be made by the treasurer for approval by the congregation board.

The board shall have sole power to grant the use of buildings or facilities of the congregation to persons or organizations not affiliated with the congregation and to lay down conditions governing such use.

##### **G.3.1 Borrowing**

The board may at any time raise or borrow or otherwise obtain or secure any sum or sums of money for the purposes of the congregation, subject to the provisions of the "Society Act", and may authorize such officers as they may designate to execute any mortgage or Bill of Sale, Promissory Note, Bill of Exchange, or other negotiable instrument or other security, whether on real or personal property of the congregation, and to sign, seal and deliver the same. In the case of any amounts in excess of five thousand dollars (\$5,000.00), prior approval of such borrowing shall be required from a general meeting of the members. However, debentures may not be issued unless the issuance is authorized by a special resolution, which may confer a general power on the board to issue debentures not exceeding one year from the date the resolution is passed.

##### **G.3.2 Property**

A purchase or sale of real property by the congregation shall not be completed by the board without the prior approval of at least 80% of the members entitled to vote thereon at a General Meeting duly called.



#### **G.4 Fiscal policy: Fiscal management, accounting, and budgets**

- a) The congregation's treasurer shall maintain complete and accurate books of accounts for the South Fraser Fund and shall sign cheques and all other necessary documents on behalf of the congregation in furtherance of the purposes of the fund.
- b) The treasurer shall report on a quarterly basis to the board and, at each annual or special meeting of the congregation, shall render a full and complete reviewed account of the administration of the fund during the preceding year.
- c) The board may request other members of the Congregation to serve as advisory members and, at the expense of the endowment fund income, may provide for such professional counselling on investment or legal matters as it deems to be in the best interest of the fund.
- d) Members who make a bequest may designate to which fund the bequest is made.
- e) The board shall use accepted accounting procedures.
- f) The annual budget is planned by the board in consultation with the congregation at the Annual Budget meeting in January. The approval of the budget must be made by the majority of the membership in attendance.
- g) The approved budget is to be included in the Treasurer's Report at the AGM where the membership shall receive the approved annual budget plus the reviewed financial statements from the previous year as approved by the board.
- h) Expenses and reimbursements and budgeting for committees are detailed in the Committee Resource Manual.
- i) The fiscal year of the congregation shall close on the 31<sup>st</sup> day of December of each year.

#### **G.5 Fiscal policy: Financial audit**

The books shall be peer reviewed every year by an appropriate person who is not a member of the board.

### **G.5.1 Auditor or peer reviewer**

An auditor or peer reviewer is appointed at each annual meeting who may or may not be a member but shall not be a member of the board. The auditor or reviewer shall hold office until the next annual meeting and shall conduct such examinations of the accounts of the congregation as are necessary to report on the annual financial statement of the congregation.

### **G.6 Fiscal policy: Cheque signing authority**

Two signatures are required. One is the treasurer and the other is a board member or another person as appointed by the board.

### **G.7 Fiscal policy: Receipt of donations**

- is this described elsewhere? treasurer, or greeters

Cash donations, from the collection plate, shall be counted by two persons, a receipt signed by both persons and submitted to the treasurer. Any cheques are included in the bag with the cash donations, but not counted.

### **G.8 Fiscal policy: Risk management**

Members of the board shall not be liable for any losses which may be incurred upon the investments of the assets of the fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as that person acts in good faith and with ordinary prudence. Each member shall be liable only for willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the fund in which the member has direct or indirect financial interest and shall, at all times, refrain from any conduct in which personal interests would conflict with the interest of the Fund.

Subject to the Society Act, the South Fraser Unitarian Congregation indemnifies and saves harmless every member of the board and all their heirs, executors, administrators, estates and effects respectively, from and against all costs, charges, expenses, liabilities, obligations, demands, actions, whether at law or equity, which the board member, acting in such capacity, may sustain or incur in respect of any act, deed, matter or thing whatsoever made, done or permitted by the member, or failed to be done or omitted to be done in or about the execution of the duties of directorship or office except where same are occasioned by willful neglect or default.

The indemnity for board members shall be provided first from the liability insurance policy and then, if necessary, congregational assets.

No board member shall be liable for the acts, receipts, neglects or defaults of any other board member or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense

happening to the congregation through the insufficiency or deficiency of title to any property acquired by order of the board for, or on behalf of, the congregation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the congregation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom any moneys, securities or effects of the congregation shall be deposited, or for any other loss occasioned by any error of judgment or oversight, or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of office in relation hereto unless the same shall happen by or through willful neglect or default. The board member may rely upon the accuracy of any statement or report prepared by any actuaries retained by the congregation or by the congregation's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

## **G.9 Fundraising**

### **G.9.1 Fundraising committee**

The Fundraising Committee plans events and sales to raise money for the congregation's Operating Account. The secondary purpose is to bring members and friends of SFUC together in an informal way where they can interact differently from Sunday mornings. The Services Market is the most profitable project and involves the most people. The services offered and requested can be accomplished within a twelve-month period. Payment for Service Market items is made directly to the person providing the service. The person who provided the service then submits the full profit to the treasurer in one cheque or transfer. The person providing the service receives a tax receipt for the amount as a donation.

### **G.9.2 Policy on Selling**

Introduction: From time to time, the fund-raising committee is approached by people who would like to offer items for sale at church. Traditionally they have donated a percentage of their sales to the church, but the percentage has been inconsistent. Often at the same event, other items may be offered for sale and the entire sale price is donated to the church. The fundraising committee has developed the following policy for guidelines of items for sale:

- Shoppers should be aware, through signage or other means, what percentage of the sale prices are to be donated to the church.
- At events where both fully donated items and items sold for percentage, are on sale, the two categories should be very clearly separated.
- Only items that are handcrafted should be approved for sale at services, (except for where items are donated e.g., Garage sales, bottle table, etc.) and should reflect our Unitarian principles.
- Sales at Sunday services should be limited to a maximum of once each season.
- When items are sold and a percentage donated to SFUC, the percentage should be a minimum of 20%.
- A sub-committee of the fundraising committee would be responsible for assessing each request to sell at church.

## **G.10 Fiscal: Access to services**

### **G.10.1 Camp Sasamat**

Beacon Unitarian puts on Camp Sasamat in June. Sponsorships are available for attendance to Camp Sasamat. One sponsorship for one child or young adult to attend Camp Sasamat can be awarded each year.

Applications can be made to the board by the individual or on their behalf.

Individuals eligible for sponsorship can be from our church community, a friend of the church community, or a relation of a member. Up to \$300 may be used for the sponsorship and comes from the board discretionary fund. The same individual cannot receive the sponsorship two years in a row.

### **G.10.2 Financial assistance for representation at events**

Financial assistance may be provided at the discretion of the board for members who represent SFUC at UU and other events for the benefit of the Congregation.

## **SECTION H HUMAN RESOURCES: ETHICAL STANDARDS FOR STAFF AND VOLUNTEERS**

Also see employee manual.

### **H.1 Intellectual property**

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at SFUC shall be the property of SFUC and the employee is deemed to have waived all rights in favour of SFUC. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

### **H.2 Security and information technology**

Any storage devices (e.g., CD's or USB's,) used by employees at SFUC, located at SFUC's address, acknowledge that these devices and their contents are the property of SFUC. Furthermore, it should be understood by employees, that the Congregation's equipment should be used for congregational business only during normal working hours. Downloading of personal materials on congregational equipment can be harmful to said equipment and should not be done. Computers (if owned by SFUC) and building keys will be returned to SFUC immediately upon the employee terminating their employment.

### **H.3 Health and safety**

SFUC, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Regulation under the Workers' Compensation Act of British Columbia.

Employees who have health and safety concerns or who identify potential hazards should contact their immediate supervisor.

Alcohol consumption or illegal drug use is not permitted during work hours on the premises.

### **H.4 Air quality**

Indoor air quality can lead to many health issues. SFUC recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Minister.

### **H.5 Smoke free environment**

The Province of British Columbia banned smoking in workplaces. As such, smoking in the church building housing SFUC is not permitted at any time.

### **H.6 Scents**

SFUC is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and/or chemical smells. SFUC has a scent-free policy, and we expect employees to honour the policy.

### **H.7 Harassment**

SFUC wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. SFUC will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates, insults, or degrades.

“Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

## **H.8 Workplace violence**

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain, or injury to a worker, which arises during work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological, or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening, or degrading comments. Psychological abuse is an act that provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

SFUC has a zero-tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from boards or committees and possibly criminal charges.

## **H.9 Dispute resolution**

Regrettably, conflict can occur in any working environment. In order to resolve conflict in an expedient, yet fair manner, SFUC recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Often disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the minister. The minister will arrange a meeting between those involved in the dispute, to determine a resolution.
- The minister may also include the Committee on Ministry.
- If the minister is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party for assistance in resolving the dispute.
- If the conflict is between a party and the Minister, the Committee on Ministry may mediate or elect to include the services of Good Officers (UU Ministers' Association).
- Unresolved disputes may result in steps in Coaching for Success outlined in this document.

## **H.10 Human Resources: complaints – included in Abuse prevention policy B.7.3.1**

### **H.2 Human Resources: Minister**

#### **H.2.1 Hiring procedure for ministers**

Upon deciding to hire a minister, the board will establish a Ministerial Search Committee who shall consider candidates without regard to race, ethnicity, gender, disability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

Upon recommendation by the Ministerial Search Committee, a minister may be hired as follows:

- a)** A Called Minister shall be engaged on a favourable vote by an eighty percent (80%) majority of the members present at a general meeting called for the purpose of considering the desirability of the candidate and the general terms of the proposed agreement with the minister. The vote shall be by secret ballot. Ballots shall be counted by at least two members of the congregation appointed by the chair. Following the vote, ballots are to be destroyed, by direction of the chair.
- b)** A Contract Minister may be contracted to provide on-going ministerial services according to a contract of up to two years, which may be renewed at the discretion of the board unless a motion to end the contract is passed by a sixty percent (60%) majority of the members voting at a duly called meeting.

#### **H.2.2 Resignation or dismissal of contract**

- a)** A Called Minister shall give sixty days' notice of resignation in writing to the chair. Said resignation shall be considered accepted on receipt.
- b)** A Called Minister may be dismissed by a sixty percent (60%) majority of the members voting at a duly called meeting. In this event, the minister's salary shall be continued at the level immediately preceding such a vote for a minimum of sixty days thereafter.

It shall be the duty of the minister to make a full report to the congregation in the Annual Report as well as to report at regular board meetings on activities and concerns. Matters pertinent to the general welfare of the congregation, together with recommendations for its betterment, will be received, but the final decision in matters of policy and procedure shall remain with the board or a properly called general meeting.

### **H.3 DRE Children and Youth Religious Education**

When working with children in a separate program there will be two people. One person is to be over 19 years old and the second person must be over 13 years old.

For the purposes of SFUC policies the following definitions apply:

Children: 0 to 13 years old  
Youth: 14 to 18 years old  
Young Adult: 19 to 35 years old

Peer Chaplaincy, training for youth and young adults is available through CUC.

The role of the Peer Chaplain is to include being a support person at youth conferences.

### **H.4 Human Resources: Lay Chaplains defined by CUC**

The congregation may elect one or more lay chaplains for the purpose of officiating at weddings, funerals, memorial services, infant namings and dedications, and other rites of passage.

#### **H.4.1 Term of office**

Lay chaplains may serve a maximum six-year term, affirmed annually by the congregation at the annual meeting. This term can be extended annually by the CUC board's Chaplaincy Committee if, after a vigorous search, a suitable candidate is not found.

#### **H.4.2 Replacement**

- a) In the event a lay chaplain resigns or is unable to continue as a lay chaplain, the board may appoint a lay chaplain to fill such a vacancy. Such appointment shall be effective until the next annual meeting and the lay chaplain so appointed shall be eligible for election at such meeting.
- b) A lay chaplain must have been a member of the congregation in good standing for a period of at least six months prior to election and be recommended by the congregational Lay Chaplaincy Committee in accordance with CUC requirements.

#### **H.4.3 Reporting**

Each Lay Chaplain shall provide to the board a written report of all services performed during term of office.

#### **H.4.4 The amount of fees for services performed by lay chaplains shall be set by the board.**